



Teacher Baseline Salary Grant

Guidance for Local Education Agencies

School Year 2024-25
Publication Date:

May 28, 2024

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REVISION HISTORY

The table below reflects revisions and updates made to the TBSG guidance document.

DATE OF CHANGE	SECTION/HEADING	PAGE NUMBER
5/28/24	Entire Document for SY24-25 Grant	Entire Document

INTRODUCTION

The Missouri Department of Elementary and Secondary Education (DESE) is providing guidance related to state funding for Teacher Baseline Salary Grants (TBSG) that was appropriated in House Bill 2002, Section 2.040 for Fiscal Year 2025 (FY25) and available to qualifying Local Education Agencies (LEAs).

LEAs can apply for grant funds to boost teacher salaries to a baseline amount of \$40,000. LEAs that currently employ teachers making at least \$25,000 and less than \$40,000 per full time equivalent (FTE) are eligible to apply. There is no local match required to apply for the grant.

LEAs interested in TBSG funding must:

- Complete the application process in Compliance Plan within DESE Web Applications
- Submit MOSIS October Cycle Educator information

Further information about TBSG funding and the application process is provided in the following sections.

This grant is subject to appropriation on an annual basis.

ELIGIBLE LEAS

All public school districts and charter schools with a base teacher salary below \$40,000 are eligible to apply for this grant program. This is an optional grant program for LEAs with regular term salaries below \$40,000, but participation is not mandatory.

For FY25, the state minimum salary requirements in Section 163.172, RSMo have not changed. LEAs must meet the minimum requirements of \$25,000 with bachelor's degree and \$33,000 with a master's degree for teachers prior to adding any grant funds to teachers' salaries.

ELIGIBLE EDUCATORS

All certified educators reported in the MOSIS October Cycle Educator submission under a position code of 40 (Library/Media), 50 (Counselor/Guidance), or 60 (Teacher) paid on the teacher salary schedule for the LEA, at an amount less than \$40,000 per FTE for their regular teacher contract duties, are eligible.

This may include staff serving as the full-time teacher of record under a substitute certificate, if paid according to the adopted teacher salary schedule.

Eligible educators include both state and federally paid staff. LEAs may utilize TBSG funds to increase salaries of educators paid with federal funds. However, LEAs also have the option to use federal funds to increase the salary to the baseline amount. If federal funds are utilized, no amount is reported in MOSIS in the TBSG fields.

The grant application will ask for the FTE for each educator supported by the grant. Part-time educators are eligible at a prorated amount of the associated full-time FTE on the teacher salary schedule. See proration example in the Eligible Funding section.

ELIGIBLE FUNDING

LEAs may request 100 percent of the salary difference from the baseline amount of \$40,000, plus an added 16 percent to cover related payroll benefits of the additional salary required to ensure a teacher receives \$40,000 per FTE for regular teaching duties. This should not include extra-duty pay, extended contract days, and career ladder pay.

See example below of TBSG funding for a full-time educator making \$30,000.

Step 1:

\$40,000 Baseline Salary - \$30,000 Actual Salary = \$10,000 Eligible TBSG Amount

Step 2:

\$10,000 Eligible TBSG Amount * 16% Benefit Allowance = \$1,600 Eligible Benefit Amount

Step 3:

\$10,000 Eligible TBSG Amount + \$1,600 Eligible Benefit Amount = \$11,600 TBSG Payment

See example below of TBSG funding for a .50 FTE part-time educator making \$30,000.

Step 1:

\$40,000 Baseline Salary - \$30,000 Actual Salary = \$10,000 Eligible TBSG Amount

Step 2:

\$10,000 Eligible TBSG Amount * .50 FTE = \$5,000 Eligible TBSG **Prorated** Amount

Step 3:

\$5,000 Eligible TBSG **Prorated** Amount * 16% Benefit Allowance = \$800 Eligible Benefit Amount

Step 4:

\$5,000 Eligible TBSG **Prorated** Amount + \$800 Eligible Benefit Amount = \$5,800 TBSG Payment

Should the total amount of funding requested exceed available appropriations, a proration of the grant amount may be necessary. If proration of the grant is necessary, LEAs will have the option to withdraw their grant application.

NON-ELIGIBLE COSTS

Extra duty pay, extended contract days, stipends, and career ladder pay may not be included as part of the base salary.

SALARY SCHEDULES

As part of the application process (described in further detail in Appendix A), LEAs must upload the FY24 and FY25 Salary Schedules. The FY25 salary schedule must include the “step and lane” details of educator salaries. The steps of the schedule indicate the years of experience, while the lanes of the schedule designate educational credits and degrees.

The phrase “regular term salary” is defined as the educator’s base salary plus any local and/or compression amount paid by the district in addition to the base salary. The regular term salary does not include any TBSG funding, extra duty pay, extended contract day pay, stipends, or career ladder pay.

DESE has created a “Teacher Baseline Salary Grant Template” for LEAs to complete and upload as part of application process. The purpose of the template is to collect salary information needed in order to calculate state contribution grant amounts. Specifically, it’s designed to assist LEAs in determining regular term salary amounts and capture local and/or compression amounts. The template is described in further detail in Appendix B.

By requesting TBSG funding, LEAs may create unanticipated compression in salary schedules. LEAs do not have to address compression in salary schedule but should be aware of the impact of TBSG funding. Salary compression is explained in further detail in the following section.

SALARY SCHEDULE COMPRESSION

Salary compression occurs when there is little to no difference in pay between educators regardless of differences in respective experience and education. See example below where TBSG funding up to the minimum salary threshold of \$40,000 may create compression in the first few steps of the schedule that has each educator, regardless of experience and education, making the same salary amount.

Salary Step	Reg Term Salary	Grant Amount	Total Salary
1	\$34,000	\$6,000	\$40,000
2	\$34,500	\$5,500	\$40,000
3	\$35,000	\$5,000	\$40,000
4	\$35,500	\$4,500	\$40,000
5	\$36,000	\$4,000	\$40,000

In this example, educators in Steps 1-5 are starting at the same salary, even though there may be different years of experience.

If an LEA chooses to address compression by adding additional local funds to the salary schedule, above the minimum required to achieve \$40,000, this amount will be subtracted from the grant award amount. See example below where local funding has been added to the salary schedule to address compression.

Salary Step	Reg Term Salary	Grant Amount	Total Salary	Compression Local Amount	Revised Salary	Revised Grant Amount
1	\$34,000	\$6,000	\$40,000	\$0	\$40,000	\$6,000
2	\$34,500	\$5,500	\$40,000	\$200	\$40,200	\$5,300
3	\$35,000	\$5,000	\$40,000	\$400	\$40,400	\$4,600
4	\$35,500	\$4,500	\$40,000	\$600	\$40,600	\$3,900
5	\$36,000	\$4,000	\$40,000	\$800	\$40,800	\$3,200

CHARTER SCHOOLS

Charter schools with a defined teacher salary schedule should utilize the methods described herein to establish the teacher baseline salary. For charter schools without a salary schedule, the baseline salary for returning staff should be the prior year salary amount plus any salary increases provided to all staff. For new staff, the baseline salary should be the agreed to salary without the baseline salary grant amount.

VACANCIES

The application deadline for this grant may close before all eligible staff have been hired for the next school year. In such cases, open positions that are budgeted but not filled should assume the amount for Bachelor's Step 1 on the salary schedule. Vacancies may also occur during the school year, resulting with staff with less than a full FTE. In such cases, LEAs are expected to provide the late start date and/or early end date in the MOSIS October Cycle Educator Core and Educator School files for which a prorated amount should be reported to match the time of service. To provide accurate grant amounts while accounting for staffing changes, LEAs must update educator data by submitting the Educator Core file through MOSIS/Core Data in October and again no later than April 1.

COMPLIANCE PLAN APPLICATION PROCESS

In order to apply for the Teacher Baseline Salary Grant, LEAs will create and submit an application through DESE's Web Application, Compliance Plans. The elements of the required application are outlined in Appendix A. Applications should be submitted no later than August 16, 2024.

As part of the application process, LEAs will need to agree to the following assurances:

- The LEA assures that the data submitted in the application is accurate at the time of submission.
- If approved for the grant, the LEA will comply with applicable statute, regulation, and program rules.
- If approved for the grant, the LEA will pay teachers a minimum of \$40,000. If proration is necessary, the LEA will have the opportunity to withdraw from the grant program.
- The LEA understands that the Teacher Baseline Salary Grant is an annual program, subject to appropriation and withholding.
- The LEA assures that it will only request Teacher Baseline Salary Grant funds for salary

actually earned by eligible staff.

- The LEA assures that it has not reduced its salary schedule to increase grant fund eligibility.
- The LEA assures that it will meet the minimum salary requirements under Section 163.172, RSMo, without using the Teacher Baseline Salary Grant.

LEAs will be required to submit three documents as part of the application process:

- FY 2024 Teacher Salary Schedule (PDF or Excel)
- FY 2025 Teacher Salary Schedule (PDF or Excel)
- Missouri Department of Elementary and Secondary Education Teacher Baseline Salary Grant Template (See Appendix B for file layout)

LEAs will need the following data on each eligible teacher:

- **Last Name** (required)
- LEAs will submit VACANT in **Last Name** for the "to be hired" records where a name is not known.
- **First Name** (required)
- LEAs will submit VACANT in **First Name** for the "to be hired" records where a name is not known.
- **Middle Initial** (optional)
- **Social Security Number** (last four digits only)
- **Position Code** (only 40, 50, 60 allowed)
- **FTE** (must be greater than 0.00 and less than or equal to 1.00, rounded to two decimal places)
- **FY 2025 Salary Schedule Column**
- **FY 2025 Salary Schedule Step**
- **Regular Term Salary without grant:** (Contract amount for regular term salary, without exclusions noted in Eligible Costs)

The template will be downloaded from the Teacher Baseline Salary Application in Compliance Plans. For the salary schedule column, include the degree and any additional hours (e.g. BS, BS+16, MA, MA+16) to match the appropriate column header in the FY 2025 salary schedule placement. For salary schedule step, include the corresponding step number or letter for the FY 2025 teacher placement on the schedule.

The application process will require salary amounts to be rounded to the nearest whole dollar. Any baseline salary schedule amount, state grant match, or local match must be a rounded whole number. For cents between \$0.00 and \$0.49, round down. For cents between \$0.50 and \$0.99, round up.

Similarly, grant fund amounts will be rounded to the nearest dollar.

MOSIS/CORE DATA REPORTING

A field for Baseline Salary Grant (BSG) will be included with the October Cycle Educator Core and Educator School files in the MOSIS Data Collection System for the 2024-25 school year. The field will collect the total salary supplement provided by the Teacher Baseline Salary Grant Program. Once reported in MOSIS, the data will display on Core Data Screen 18.

The BSG field on the Educator Core file should include the state contribution amount provided by the

Teacher Baseline Salary Grant Program, broken out by educator FTE, position code, and career and technical education (CTE) Program Type (if applicable).

MOSIS edits are provided described in Appendix C.

STAFF UPDATES

The application process allows DESE to establish preliminary grant amounts and to determine if a proration factor is needed. However, staffing will change over the course of the year. Many vacant positions will be filled, with some filled at levels other than Bachelor's Step 1. Other vacant positions will go unfilled. Some eligible staff will begin employment late and others will cease employment early. All of these factors will affect grant amounts.

LEAs are required to certify accurate Educator Core and Educator School files in MOSIS for the October cycle. Additionally, participating LEAs will recertify Educator Core and Educator School files between February 1 and April 1. The resubmission will be required even if no changes occurred. These submissions (October and April) must contain accurate Late Hire and Early Termination dates, if applicable. DESE will use these two submissions to revise grant amounts prior to the final payment in May.

KEY DATES

Below is a table with key dates associated with TBSG funding.

ACTIVITY	DATES
Application Opens	June 17, 2024
Applications Due	August 16, 2024
MOSIS Educator Submission Due	October 31, 2024
1 st Payment Installment (50%)	December 2024
MOSIS Educator Final Resubmission	April 1, 2024
2 nd Payment Installment (50%)	June 2024

FINANCE CODING

Coding of Teacher Baseline Salary Grant funds should align with those provided in the [Missouri Financial Accounting Manual](#).

FUNCTION CODES	6100 CERTIFICATED SALARIES	6200 EMPLOYEE BENEFITS
1000 Instruction		
2000 Support Services		
3000 Community Services		

The revenue code associated with the Teacher Baseline Salary Grant is:

GRANT	REVENUE CODE
TBSG	5341

The project code associated with the Teacher Baseline Salary Grant is:

GRANT	PROJECT CODE	SOURCE CODE
TBSG	34100	3

If a teacher whose salary is supplemented through the grant program is assigned to a school that has implemented schoolwide pooling under Title I, the project coding should remain in place. The department will include those funds in schoolwide pool calculations

STATE REIMBURSEMENT PAYMENT

Payments for this grant program will take place in two installments – December and June. Payments will be based on data submitted through MOSIS; the LEA does not have to make a payment request through ePeGS. December payment requests will not be processed if the LEA has not completed the MOSIS October Cycle Educator submission. For the June payment, LEAs may presume that any existing staff will complete the remainder of their contract for the school year.

CONTACT INFORMATION

TOPIC	CONTACT	EMAIL	PHONE
General Grant Information	Paul Katnik, Assistant Commissioner	Paul.katnik@dese.mo.gov	573-751-2990
Application and Payment Information	Andrea Powell, Coordinator	Andrea.powell@dese.mo.gov	573-751-6653
MOSIS/Core Data	Amber Castleman, Coordinator	Coredata-mosis@dese.mo.gov	573-526-2572

APPENDIX A

APPLICATION INSTRUCTIONS

1. Login into DESE Web Applications
2. Select Compliance Plans
3. Select Teacher Salary Grant Application from the Options Menu box at the right
4. Complete Assurances
5. Upload FY 2024 Salary Schedule (.pdf or spreadsheet)
6. Upload FY 2025 Salary Schedule (.pdf or spreadsheet)
7. Download Excel Data Template for eligible educators and vacant positions
8. Complete template with required information (see Appendix B for file layout and specifications)
9. Upload completed template
10. Review summary grant projection and local obligations
11. Submit grant application

APPENDIX B
TBSG TEMPLATE FIELDS

Grant Information	State Percentage	Percentage of the grant the state will pay.
	Local Match Percentage	Percentage of the grant the LEA will pay if required.
	Grant Salary	Salary target grant is based upon (\$40,000).
Teacher Info	First Name	First name of educator grant is requested. Enter vacant if educator is unknown.
	Last Name	Last name of the educator grant is requested. Enter vacant if educator is unknown.
	Middle	Middle name of the educator grant is requested.
	Last 4 SSN	Last four of the Social Security Number of the educator grant is requested.
	Position Code	Educator position code (40, 50, or 60 to qualify for the grant).
	FTE	Full-Time equivalency (FTE) of the educator grant is requested.
Salary Schedule	Column	Salary schedule column for the educator grant is requested.
	Step	Salary schedule step for educator grant is requested.
	Salary Schedule Base Salary	Salary schedule base salary for the educator grant is requested.
	Salary Schedule TBSG	Teacher Baseline Salary Grant amount necessary to reach \$40,000. (calculated field)
	Salary Subtotal	Sum of "Salary Schedule Base Salary" and "Salary Schedule TBSG".
	Salary Schedule Additional Local Funds	Include in this field any additional local funds added to the employee's base salary. These additional local funds should only include compensation for duties within the base employee contract. This includes longevity pay, compression adjustments, or any locally funded additional salary amounts. Do NOT include extra duty pay, extended contract pay, or pay for duties outside of the regular school year.
Teacher Baseline Salary Grant Allocation	Base Salary for TBSG Eligibility Calculation	"Salary Schedule Base Salary" plus the "Salary Schedule Additional Local Funds" used to determine the final TBSG.
	TBSG for Salary	\$40,000 minus Teacher Baseline Salary Grant Allocation "Base Salary for TBSG Eligibility Calculation".
	TBSG for Benefits	16% of Teacher Baseline Salary Grant Allocation "Base Salary".

	Total TBSG	Teacher Baseline Salary Grant Allocation "TBSG for Salary" plus "TBSG for Benefits".
MOSIS Amount	Amount District Pays of Salary	Calculated field indicating the exact amount the LEA will pay from local funds for educators salary reported in MOSIS under the Regular Term Salary field.
MOSIS Amount	State Portion of TBSG for Salary	Calculated field indicating the exact amount the LEA will pay from the state match portion of the TBSG funds for educators salary.
	Local Portion of TBSG For Salary	Calculated field indicating the exact amount the LEA will pay from the local match portion of the TBSG funds for educators salary.
	Amount District Pays of Salary from Grant Funds Reported in the MOSIS Baseline Salary Grant	Sum of the "State Portion of the TBSG for Salary" plus the "Local Portion of the TBSG for Salary" for the educator reported in MOSIS under the "BaselineSalaryGrant" field.
Not Reported in MOSIS	State Portion of TBSG for Benefits	Calculated field indicating the exact amount the LEA will pay from the state match for benefits portion of the TBSG funds for educators salary. This is NOT reported in MOSIS.
	Local Portion of TBSG for Benefits	Calculated field indicating the exact amount the LEA will pay from the local match for the benefits portion of the TBSG funds for educators salary. This is NOT reported in MOSIS.
	Amount District Pays for Benefits	Sum of the "State Portion of the TBSG for Benefits" plus the "Local Portion of the TBSG for Benefits" for the educator. This is NOT reported in MOSIS

APPENDIX C
MOSIS EDITS

MOSIS Edits: Educator Core

MOSIS Edit ID	Severity	MOSIS Business Rule	MOSIS General Message
ED05610	E	BaselineSalaryGrant must be an Integer	BaselineSalaryGrant must be an integer
EDC05615	E	If BaselineSalaryGrant is not null or 0, then at least one Educator School record must exist where EDS.PosCode must equal 40, 50, or 60 matching on currentschoolyear, reportingdistrictcode, EDSSN.	BaselineSalaryGrant is not allowed
EDC05620	W	Sum of EDC.EDRegTermSal + EDC.BaselineSalaryGrant records cannot exceed 40,000 or the appropriate ratio of EDS.FTE to 40,000, matching on currentschool year, reportingdistrictcode, EDSSN. (Example: 1.0 FTE cannot exceed \$40,000. If FTE is 0.5, cannot exceed \$20,000. If FTE 0.75, cannot exceed \$30,000, etc.)	Sum of RegularTermSalary and BaselineSalaryGrant is not valid based on FTE

MOSIS Edits: Educator School File

MOSIS Edit ID	Severity	MOSIS Business Rule	MOSIS General Message
EDS03110	E	BaselineSalary Grant must be an integer	BaselineSalaryGrant must be an integer.
EDS03115	E	Sum of EDS.BaselineSalaryGrant records must equal EDC.BaselineSalaryGrant matching on currentschool year, reportingdistrictcode, EDSSN.	The sum of the Baseline Salary Grant in the Educator School records does not equal the Educator Core Baseline Salary Grant amount.
EDS03120	E	If EDS.BaselineSalaryGrant is not null or 0, then Educator School record must exist where EDS.PosCode must equal 40, 50, or 60.	BaselineSalaryGrant is only allowed to be reported for position codes 40, 50, or 60.
EDS03130	E	If EDS.BaselineSalaryGrant is not null then the EDSSN must have at least .01 FTE (in the EdSchool File) in at least one of these PosCode (40, 50, 60).	Educator must have at least 0.01 FTE in the EDSchool file in at least one of these positions (40, 50, 60).